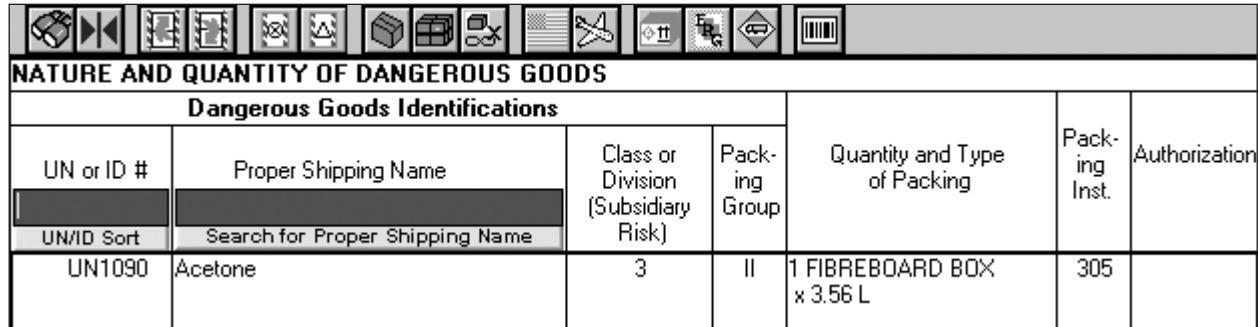


ShipHazmat® Tutorials & Helpful Hints

Edit existing entries in your shipment

If a mistake or an update is required on your declaration form for a specific single-line entry, users can edit the entry with the correct information.



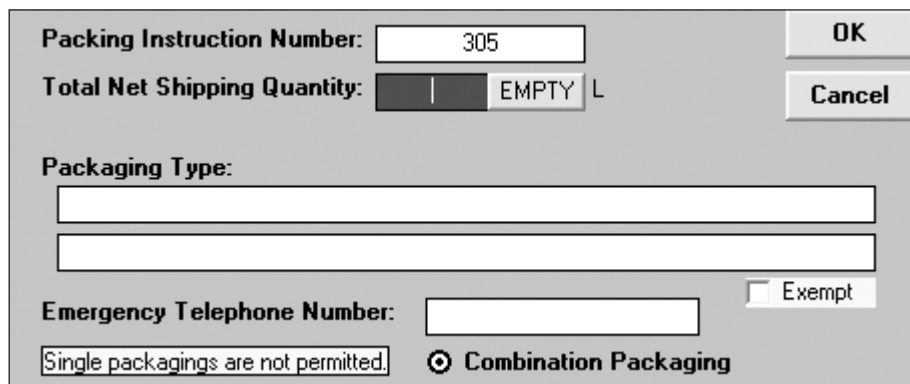
NATURE AND QUANTITY OF DANGEROUS GOODS						
Dangerous Goods Identifications						
UN or ID #	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group	Quantity and Type of Packing	Packing Inst.	Authorization
UN/ID Sort	Search for Proper Shipping Name					
UN1090	Acetone	3	II	1 FIBREBOARD BOX x 3.56 L	305	

Figure 1 - Highlight the single-line entry that requires editing and then click on the Modify icon (sixth button from the left) to adjust the information accordingly

It is important to note that overpacks and all-packed-in-one packages cannot be modified once they are closed. Users must recreate the entire overpack or all-packed-in-one package with the correct information.

To edit the existing single-line entry, follow the steps below:

1. Highlight the single-entry that requires adjustment
2. Click on the **Modify** icon (sixth icon from the left) to edit the entry
3. Click on the **Input for Packing** button that appears
4. Reselect the correct packing instruction number and packaging types (Figure 2)
5. Click on the OK button to confirm adjustments



Packing Instruction Number:

Total Net Shipping Quantity: L

Packaging Type:

Emergency Telephone Number: Exempt

Single packagings are not permitted. **Combination Packaging**

Figure 2 - Re-select the desired packing instruction number and packaging types as necessary for adjustment